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Desk Reference for

# SSCR for Windows Release 3.0



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F E D E R A L  
S T U D E N T A I D

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# Introduction

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## Preface

SSCR for Windows, Release 3.0 is a multi-year application designed to help you electronically certify borrowers' enrollment and update student information on the National Student Loan Data System (NSLDS).

- Questions pertaining to record layouts or the data received through SSCR processing should be directed to NSLDS Customer Service at **800/999-8219**, or by e-mail at [NSLDS@pearson.com](mailto:NSLDS@pearson.com).
- Questions regarding technical issues with the SSCR software should be directed to CPS/SAIG Technical Support at **800/330-5947** (TDD/TTY **800/516-5806**), or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

For additional information about the SSCR process and for record layouts, refer to the *NSLDS Enrollment Reporting Guide*, available on the U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site located at [ifap.ed.gov](http://ifap.ed.gov). To find this document on IFAP, click the "NSLDS Reference Materials" link on the main page under "On-Line References," then click "NSLDS User Documentation" on the following page.

## How to Download the Software and Documentation

SSCR for Windows, Release 3.0, is distributed on the Internet. You can download the SSCR software and related documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

If you have trouble accessing the FSAdownload Web site to download the SSCR software, contact CPS/SAIG Technical Support at **800/330-5947** (TDD/TTY **800/516-5806**), or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov) for assistance.

### ***Important Note***

- Some organizations prevent their users from downloading software from the Internet. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full download privileges.

# Process

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## Software Management

SSCR distinguishes between outgoing and incoming files. Files you export from SSCR are assigned the letters “IN” after the message class. Files you import into SSCR are assigned the letters “OP” after the message class. For example, the SSCR Roster NSLDS sends to you is named SSCRXXOP, while the SSCR Roster Return you send to NSLDS is SSCRXXIN.

When you import a file, SSCR changes the “OP” in the file to “BK” so you do not see files you have already imported the next time you import files. For example, an SSCR Roster, SSCRXXOP, changes to SSCRXXBK after you import it.

**Note:** Because enrollment reporting is not year-specific, SSCR files have “XX” in the file name instead of a year designator.

**New for Release 3.0!** SSCR automatically backs up your files rather than prompting you to back them up when 1000 files of the same message class already exist in the import or export directory. If SSCR determines that 1000 files of the same message class already exist, the software creates a backup subdirectory called “BACKUP” in your existing data directory (C:\NSLDS\FILES is the default data directory) and automatically moves the files into it. This prevents previously imported or exported files from being overwritten when you import or export new files.

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# Enrollment Status Reporting

Since the passage of the Higher Education Act of 1965, as amended, schools have been required to report and confirm the enrollment status of students who receive Federal student loans. This process (formerly called Student Status Confirmation Reporting [SSCR]) is called Enrollment Reporting.

Because a student's enrollment status determines eligibility for deferment, grace periods, and repayments, as well as the government's payment of interest subsidies, Enrollment Reporting is critical for effective administration of the Title IV student loan programs.

At fixed times throughout the year, schools receive Enrollment Reporting roster files [formerly Student Status Confirmation Reports (SSCRs)] through the Student Aid Internet Gateway (SAIG) from NSLDS. Schools must review, verify, and update these reports before returning them to NSLDS, or before updating student statuses on the NSLDS Web site, located at [nslsdp.ed.gov](http://nslsdp.ed.gov). Since different schools have different academic calendars, the Enrollment Reporting process lets you determine how your school can best meet its reporting requirements. You can elect to receive Enrollment Reporting rosters as often as once a week or as seldom as once every six months. If you do not choose a reporting schedule, you receive an SSCR roster every two months. Your reporting schedule can be set up through the NSLDS Web site.

When establishing your schedule, you must comply with the following:

- Regular term-based schools must complete at least one SSCR cycle each regular term. A summer session does not count as a term.
- Schools that do not use regular terms must complete at least two SSCR cycles each year on dates of their choosing. The dates must be at least four months apart.
- When a student's enrollment status changes in a way that affects his or her deferment privileges, a school must submit an ad hoc report notifying NSLDS of the change within 30 days, unless the school is scheduled to return an SSCR Roster to NSLDS within the next 60 days.

## ***Important Note***

- The SSCR Roster indicates the status of students that attended or are attending your school.

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# SSCR Process Checklist

Use this checklist as a quick reference for processing SSCRs.

- **Set Up SSCR**
  - Establish your assumed Code for School (OPE ID).
  - Choose System setup options.
- **Import the SSCR Roster**
  - Receive the SSCR Roster (SSCRXXOP) using EDconnect.
  - Import the SSCR Roster.
  - Print your records.
- **Update Students' Status**
  - Choose either single or multiple entry.
  - Update the status of students at your school.
- **Export the SSCR Roster Return**
  - Export the SSCR Roster Return (SSCRXXIN).
  - Transmit the SSCR Roster Return using EDconnect.
- **Import the SSCR Error File**
  - Receive the SSCR Error File (SSCEXXOP) using EDconnect.
  - Import the SSCR Error File.
  - Print the SSCR Error File.
  - Resolve all records in error.

**Note:** All SSCR Error Files must be imported, updated, and returned to NSLDS within 10 business days from the date the error file was returned to the school.



- **Export the SSCR Error File Return / Ad Hoc File**
  - Export the SSCR Error File Return / Ad Hoc File (SSCMXXIN).
  - Transmit the SSCR Error File Return / Ad Hoc File using EDconnect.
- **Clear the Database**
  - When the current SSCR cycle is complete, delete all records from your database after making a backup copy of it (**SSCR30.mdb**).
  - Compact and repair your database.

### ***Important Notes***

- The SSCR Roster (SSCRXXOP) used in the SSCR software is called the “Enrollment Reporting roster” in the *NSLDS Enrollment Reporting Guide*.
- The SSCR Error File (SSCEXXOP) used in the SSCR software is called the “Acknowledgement/Error File” in the *NSLDS Enrollment Reporting Guide*.
- See the Help topic “Importing the SSCR Roster from the NSLDS” for further information.

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# Importing and Exporting External Data

## Importing External SSCR Records

This import option enables you to add records to the SSCR database. You must create a file of student records according to a standard file layout that includes all data necessary to establish a record. You can print the record layout by selecting **Print** from the menu bar and selecting **RL–SSCR External Import Add** as the Report type.

## Importing Changes to SSCR Records

This import option enables you to make changes to records in the SSCR database. You must create a file of student records according to a standard file layout. You can print the record layout by selecting **Print** from the menu bar and selecting **RL–SSCR External Import Change** as the Report type.

## Exporting SSCR Data

You can export a file of student records from the SSCR database for use in other systems at your campus. The export process pulls selected records from the SSCR database and resets the Export to External flag on the records to an **N** after they are exported. You can print the record layout by selecting **Print** from the menu bar and selecting **RL–SSCR External Export** as the Report type.

# Functions

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## Setup

Before you can use SSCR, you must define your assumed Code for School (OPE ID) in System setup. You cannot import and export data unless you have defined this code.

SSCR automatically enters your eight-digit assumed Code for School (OPE ID) when you create Ad Hoc records. If you are working with more than one campus, reset the OPE ID code before you begin manual entry of groups of records for each campus.

Since all records imported from NSLDS have a Code for School (OPE ID), SSCR uses the OPE IDs from the import file. If the Code for School field is blank in the Import Add or Import Change files, SSCR defaults to the OPE ID defined in System setup.

Follow these steps to set up SSCR:

1. Select **Tools, Setup, System** from the menu bar.
2. Click into the **Assumed Code for School (OPE ID)** field and type your eight-digit Code for School (OPE ID). This is used as the OPE ID during entry and when you export files. When SSCR needs this code in an entry field, it uses the code you enter here as the default.
3. Select the **Return to Dialog** checkbox if you want to return to the dialog box when you have finished printing, exporting, importing, or using Multiple Entry. Clear this checkbox to return to the SSCR main menu at the end of the process.

4. Click the **down** arrow to the right of Single/Multiple (Default Print) and select **Single** if you usually print one record at a time and you want Single as the default selection in the Print dialog box. Select **Multiple** if you usually print multiple records and you want Multiple as the default selection in the Print dialog box. You can change this setting in the Print dialog box for a specific print job at any time, but the default setting remains the same until you change it in System setup.
5. Click the **down** arrow to the right of Default Report File Destination and select **Printer**, **File**, or **Screen** as the default destination for reports. You can change this setting in the Print dialog box for a specific print job at any time, but your default setting remains the same until you change it in System setup.
6. Click **OK**.

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## Defining Security for Users

The first time you log into SSCR, you must use the default user ID SYSADMIN with the password SYSADMIN, provide a new password for the SYSADMIN user ID, and verify it. After you have created a user ID for yourself, use your own user ID and password to log in to SSCR.

**New for SSCR Release 3.0!** For compliance with Section 508 of the Rehabilitation Act, grids display floating text descriptions of the contents of grid cells when cells are selected. The text appears one cell above (or one cell below, for cells in the first line of a grid) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time, or using the Tab key or arrow keys to move from a cell, hides the text.

**Note:** Floating text is always enabled for the SYSADMIN user ID and always appears on the Startup Information dialog box.

Follow these steps to create a user ID:

1. Select **Tools, Setup, Security Users** from the menu bar.
2. Type a user ID in the User ID field.
3. Click the **down** arrow to the right of Group Name and select a group for this user ID.
4. Select the **Export to EDconnect?** checkbox if you want SSCR to complete the EDconnect Transmission Queue automatically for you when you export files.
5. Select the **Automatically Transmit?** checkbox if you want SSCR to start EDconnect and transmit your files automatically when you export them.
6. Type a password in the Password field.
7. Type the password again in the Verify Password field.
8. Select the **Enable 508 Grid Functionality?** checkbox if you want the grids in SSCR to display “floating” text descriptions of the cell contents. The checkbox is cleared by default.
9. Click **Save** to add the user ID to the database.
10. Click **Add** to create more user IDs and passwords, or click **OK** to exit the Security Users dialog box.

### ***Important Notes***

- The floating text feature can be disabled by creating a user ID for yourself. When creating this user ID, do not select the **Enable 508 Grid Functionality?** checkbox.
- You can change user passwords in the Security Users dialog box. See Help for instructions on changing passwords.
- The Group Name field enables you to choose the functions each SSCR user can access.

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## Importing SSCR Data

When you import the SSCR Roster (SSCRXXOP) from NSLDS, SSCR generates an Import Initial SSCR Roster Edit Report that contains the batch ID of the import file and lists any records that failed end-of-entry edits, were rejected due to invalid field content, or were skipped during the import process.

To obtain a list of all SSCR records imported in the batch, see “How Do I...? Print lists” in Help.

Follow these steps to import the SSCR Roster from NSLDS:

1. Select **File, Import** from the menu bar.
2. Click the **down** arrow to the right of the Import Type field and select **SSCR Roster** if it is not already selected.
3. Click the **File** button in the Import From dialog box to locate the file to be imported. Select the file and click **Open**.
4. Select **Printer, File, or Screen** as the report file destination. Remember, when you print to a file, no paper copy prints.
5. Click **OK** to import the file and send the report to the destination you chose. If SSCR encounters a duplicate record while you are importing an SSCR Roster or an External Add file, you receive an alert advising you that the record already exists and that you should clear your existing SSCR database before proceeding. You can choose **Skip** to skip the duplicate record, **Skip All** to skip all duplicate records, or **Discontinue** to stop the import process. When the import is complete, the In Progress dialog box displays Total Records Accepted, Total Records in Error, and Total Records in Batch.  
  
**Note:** If you choose **Skip** or **Skip All** during the import process rather than **Discontinue**, you must update any skipped records using manual entry or by using the NSLDS online process.
6. Click **OK** to close the In Progress dialog box. If you chose **Screen** as your report file destination, use the scroll bars to view the report. Click **Close** to close the window when you are finished.

## ***Important Notes***

- Import types:
  - SSCR Roster (SSCRXXOP)
  - SSCR Error File (SSCEXXOP)
  - SSCR External Add (DISAXXOP)
  - SSCR External Change (DISCXXOP)
- Skipped records indicate that records in your database were not deleted before importing an SSCR Roster. To resolve the issue, delete the existing records and import the roster again. See the topic “Clearing the SSCR Database” in this desk reference for more information.



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## Updating SSCR Records

**New for Release 3.0!** To comply with Section 508 of the Rehabilitation Act, all required fields highlighted in yellow now display an “-R” at the end of the field label. Any field that SSCR highlights in blue when its value is changed now displays a “-C” at the end of the field label in addition to being highlighted in blue.

Records are added to the SSCR database when you import the SSCR Roster or when you add students using manual entry.

You can update SSCR records in two ways: single entry or multiple entry. With single entry, you can enter or modify any of the New Data fields on an individual student’s SSCR record except for Code for School (OPE ID). Multiple entry enables you to enter or modify the Code for Enrollment Status, Date Enrollment Status Effective, Date of Anticipated Completion, and Update SSCR Status on multiple records.

**Note:** The date of anticipated completion must be greater than or equal to the enrollment status effective date.

For those students with an enrollment status of **W** (Withdrawn), **X** (Never attended), **Z** (Record not found), or **D** (Deceased), the date of anticipated completion is not required.

If you try to save a student’s record with **W** (Withdrawn) for Code for Enrollment Status and a blank value for the Date Enrollment Status Effective, SSCR alerts you that you must enter a value in the Date Enrollment Status Effective field.

When updating an SSCR record with a Code for Enrollment Status of **X** (Never attended) or **Z** (Record not found), the Date Enrollment Status Effective field can be left blank.

For those students with an enrollment status of **A** (Approved Leave of Absence), **L** (Less than Half Time), **H** (Half Time or more, But Less than Full Time), or **F** (Full Time), the date of anticipated completion:

- Cannot be earlier than the current date
- Cannot be more than ten years in the future from the current date

Follow these steps to edit a single SSCR record:

1. Select **File, Open** from the menu bar.
2. Type the **SSN** or click the **List** button to select a record.
3. Click **OK**.
4. Modify data as needed. Use your mouse or the Tab key to navigate between fields. Press **Tab** to move forward from field to field. Press **Shift-Tab** to move in reverse.
5. Select **File, Save** from the menu bar to save the changes.
6. To navigate among student records, use the left and right arrow buttons on the toolbar. Students are listed in last name order.
7. Click **OK**.
8. Select **File, Close** from the menu bar to close the record.

Follow these following steps to edit multiple SSCR records:

1. Select **Process, Multiple Entry** from the menu bar.
2. Choose the fields you want to update (Code for Enrollment Status, Date of Anticipated Completion, Date Enrollment Status Effective, or Update SSCR Status) by clicking the checkboxes in the Select column.
3. (Optional) Provide a default value for the field you are updating.
4. (Optional) If you want to use an SSN File, click the **SSN File** button and select an SSN file you have created. See the “How Do I...? Create an SSN file” in Help for information on creating an SSN File.

If you want to enter multiple SSNs, click the **ellipsis (...)** button next to the SSN File field and type the SSNs into the Enter Multiple SSNs grid.

If you want to use Selection Criteria, click the **Selection Criteria** button. In the Selection Criteria dialog box, click the **ellipsis (...)** button to select a query or click the **Select Records** button to choose individual student records. If you select a parameter query, you will need to fill in certain field values in order to complete your query and run the selection process.

5. Click **OK**.
6. Select **Printer**, **File**, or **Screen** as the report file destination. If you want to send the report to a file, click the **File** button to locate a file or to provide a name for the file, then click **OK**.
7. Click **OK**. An SSCR Multiple Entry dialog box appears in which all records are selected. The fields to be updated are displayed in the far right columns of a scrollable grid. You can modify the fields on a record-by-record basis.
8. Click **Save**.
9. Click **Yes** twice.
10. A Multiple Entry Edit Report identifies any updates that were not made, which student records were affected, and why the updates were not made.

### ***Important Notes***

- You must update and return the SSCR Roster to NSLDS within 30 days of the date the roster was created.
- When you modify a field, the color of the field changes to blue and a “-C” is displayed after the field label.
- You can use the set of predefined queries included with SSCR or you can create queries to use for your selection criteria. See the topic “Selection Criteria” in this desk reference for more information.

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## Exporting SSCR Data

You can export three kinds of SSCR data to NSLDS in two message classes: SSCR Roster Return (SSCRXXIN) and SSCR Error File Return / Ad Hoc File (SSCMXXIN).

- Export an SSCR Roster Return (SSCRXXIN) to respond to the SSCR Roster (SSCRXXOP) sent to you by NSLDS.
- Export an SSCR Error File Return (SSCMXXIN) to respond to the SSCR Error File (SSCEXXOP) sent to you by NSLDS.
- Export an Ad Hoc File (SSCMXXIN) to send any SSCR records you have added to your database that were not included in the SSCR Roster.

### Exporting Tips

If you receive the message “All SSCR records are not ready to send to NSLDS for this batch. Unable to run export” when attempting to export your SSCR Roster Return, print the List-SSCR report using the import batch ID and the SSCR status of **N** (Not Ready) as part of your selection criteria. You need to open, edit (if necessary), and save the records on this list to set them to **R** (Ready) status.

If you receive the message “No records selected” when you try to export an SSCR Error File Return / Ad Hoc File, compare the Code for School (OPE ID) on the Export dialog box against the Code for School (OPE ID) on the SSCR records. These codes must be the same for the export to be successful.

If you add any SSCR records to your database that were not included in the SSCR Roster, you must export these records by selecting **SSCR Error File Return / Ad Hoc File** as the Export Type and selecting **Ad Hoc** as the File Type in the Export dialog box. You need to export an ad hoc file if you add any SSCR records to the database that were not part of an SSCR Roster created by NSLDS. Use the ad hoc reporting method if you are between reporting periods and need to send SSCR information about a student who has changed his or her enrollment status at your institution.

Select **SSCR Error File Return / Ad Hoc** as the Export Type and select **Error Corrections** as the File Type if you are exporting updates to SSCR records that were sent to you by NSLDS in an SSCR Error File (SSCEXXOP).

Follow these steps to export SSCR data:

1. Select **File, Export** from the menu bar.
2. Click the **down** arrow next to the Export Type field and select the type of SSCR data you want to export:
  - Select **SSCR Roster Return** to export updates to an SSCR Roster.
  - Select **SSCR Error File Return / Ad Hoc File** and select **Error Corrections** as the File Type to export corrections to an SSCR Error File.
  - Select **SSCR Error File Return / Ad Hoc File** and select **Ad Hoc** as the File Type to export records that were not included in the SSCR Roster.
3. Confirm that the default file name and directory you specified in File Management appear in the Export To field. We recommend that you use the default export file name. If you want to export using a different file name, click the **File** button to locate a file or to provide a name for the file, then click **OK**.
4. If you are exporting an SSCR Roster Return, type the import batch number (your latest “I” batch) in the Batch ID field, or click the **ellipsis (...)** button to select the batch from a list of batches.

If you are exporting an SSCR Error File Return / Ad Hoc File, your Code for School (OPE ID) field is automatically filled in with the Code for School (OPE ID) that you entered in System setup. If this is not correct, type the correct code.

5. Click **OK**.
6. Click **OK** to close the In Progress dialog box.

### ***Important Notes***

- All records on the SSCR Roster must have an SSCR Status of **R** (Ready) before you can export an SSCR Roster Return file.
- The export type for both the Error File Return and Ad Hoc records is SSCMXXIN. You must select either **Error Corrections** or **Ad Hoc** as the File Type when you export.
- Export types:
  - SSCR Roster Return
  - SSCR Error File Return / Ad Hoc File
  - SSCR External
- The Import Batch Identifier in the lower left of a student's SSCR record is the Batch ID you use in the Export dialog box when you export an SSCR Roster Return.

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## Printing SSCR Records

For most SSCR items, you can print a single record or multiple records.

- **Single** enables you to print one record at a time. You provide the SSN of the student and other information relevant to the type of report.
- **Multiple** enables you to print multiple records at a time. You can specify which records to include in three ways:
  - **Multiple SSNs.** Type a list of SSNs for the records you want to print.
  - **SSN file.** Create an ASCII file of SSNs for the records you want to print and supply the file name in the Print dialog box. See “How Do I...? Create an SSN File” in Help for instructions.
  - **Selection Criteria.** Choose a query from among the predefined queries, or create your own query, to specify which records you want to print. Use the Select Records dialog box to select individual student records.

The Select Records grid displays the first name, last name, and middle initial of the students in your database. To sort students by last name, right-click on the **Last Name** column header and select **Quick Sort Ascending** (to sort A to Z) or **Quick Sort Descending** (to sort Z to A). You can sort using any column of the grid.

Follow these steps to print a single SSCR:

1. Select **File, Print** from the menu bar.
2. Click the **down** arrow and select **SSCR** as the Report type.
3. Select the **Single** option to the right of the Report field.
4. Select **Printer, File,** or **Screen** as the Report File Destination. If you want to send the report to a file, click the **File** button to locate a file or to provide a name for the file, then click **OK**.
5. Type the SSN in the Enter SSN field, or click the **ellipsis (...)** button and select the SSN from a list of SSNs.
6. (Optional) Type the OPE ID in the Enter Code for School (OPE ID) field.

7. Click **OK** to send the report to the Report File Destination you chose. If you chose **Screen** as your report file destination, use the scroll bars to view the report. Click **Close** to close the window when you are finished.

Follow these steps to print multiple SSCRs:

1. Select **File, Print** from the menu bar.
2. Click the **down** arrow and select **SSCR** as the Report type.
3. Select the **Multiple** option to the right of the Report field.
4. Select **Printer, File**, or **Screen** as the Report File Destination. If you want to send the reports to a file, click the **File** button to locate a file or to provide a name for the file, then click **OK**.
5. (Optional) If you want to use an SSN File, click the **SSN File** button and select an SSN file you have created. See the “How Do I...? Create an SSN file” in Help for information on creating an SSN File.

If you want to enter multiple SSNs, click the **ellipsis (...)** button next to the SSN File field and type the SSNs into the Enter Multiple SSNs grid.

If you want to use Selection Criteria, click the **Selection Criteria** button. In the Selection Criteria dialog box, click the **ellipsis (...)** button to select a query or click the **Select Records** button to choose individual student records.

6. Click the **down** arrow next to the right of Sort Order and select **Last Name** or **SSN**.
7. (Optional) Click the **Selection Criteria** button if you want to use specific selection criteria. Selection criteria enable you to narrow the number of records with which you want to work. This option is especially helpful with large databases, as it decreases your processing time.
8. (Optional) Select the **Code for Enroll Status**.
9. (Optional) Select the **SSCR Status**.



10. (Optional) Click the **ellipsis (...)** button and select the Import Batch ID.

**Note:** If you do not select an Import Batch ID, SSCR will print all the records in your database, including ad hoc records.

11. Click **OK**. If you chose **Screen** as the Report File Destination, use the scroll bars to view the report. Click **Close** to close the window when you are finished.

### ***Important Notes***

- To print a list that has been saved to a file, locate the file, open it using a text editing program such as Windows Notepad, and print it.
- See Help and the topic “Selection Criteria” in this desk reference for more information on using selection criteria.

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## Printing SSCR Reports and Lists

When you select SSCR as the Report Type, SSCR prints a record or a group of records found in the SSCR database.

- The report contains all data elements present on students' SSCR records.
- You can print Single or Multiple records.
- If you choose **Multiple**, you can narrow the range of reports using selection criteria.

When you select **List–SSCR**, SSCR prints a list of Social Security Numbers, students' names, OPE IDs, dates of birth, anticipated completion dates, codes for enrollment status, dates enrollment status effective, SSCR status, and the number of changes to send to NSLDS. When you select **List–Query Management**, a list of the queries you have created, as well as predefined queries, prints.

- The output format is similar for each type of list.
- You can use selection criteria to specify what records appear on the list, and each list includes a total of records selected.

You can also print record layouts by selecting one of the report types beginning with RL.

You can use queries to assist in printing reports and lists of multiple SSCR records and in exporting SSCR data to external systems.

### ***Important Note***

- See Help and the topic “Selection Criteria” in this desk reference for more information.

# Data Requests

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## Selection Criteria

You can use selection criteria to specify a group of records when you use SSCR functions such as printing or exporting. The two types of selection criteria are predefined queries and user-defined queries. Predefined queries are included in SSCR. User-defined queries enable you to create queries that are most useful to your institution and the way you process data.

From within the Print, Export, or Multiple Entry functions:

1. Click the **Selection Criteria** button. The Selection Criteria dialog box appears.
2. (Optional) Type a Title if you are printing a list.
3. Click the **ellipsis (...)** button next to the Query Title field to select a query.
4. (Optional) Click the **Select Records** button to select specific records from a list narrowed by a query.

The Select Records grid displays the first name, last name, and middle initial of the students in your database. To sort students by last name, right-click on the **Last Name** column header and select **Quick Sort Ascending** (A to Z) or **Quick Sort Descending** (Z to A).

5. Click **OK**.

### ***Important Notes***

- Parameter queries are queries that prompt you to enter a value or values before running them. In SSCR, all predefined queries are parameter queries.
- For more information on queries, see Help and the topic “Query” in this desk reference.

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## Query

A query is a set of criteria that describes a particular student population. Queries can be used in the Print, Export, and Multiple Entry functions to select specific groups of student records from all the records in the database.

SSCR comes with a set of predefined queries. Wherever the Selection Criteria option is available in SSCR, you can use these queries to identify groups of records. You can use predefined queries as templates to create your own queries.

The predefined queries are stored as the first set of records in the Query database. You know a query is predefined if you see “PREDEFINED QUERY” in the upper right corner of the Query dialog box.

### Sample Queries

Here are a few examples of queries you can use to process data in SSCR:

#### Example 1

Title:	Criteria:
Anticipated Completion Date before 6/2005	DATE OF ANTIC. COMPLETION < '20050601'

#### Example 2

Title:	Criteria:
Full-time Enrollment Status	CODE FOR ENROLLMENT STATUS = 'F'

#### Example 3

Title:	Criteria:
Full-time or Half-time Students with Anticipated Completion Dates before 6/2005	DATE OF ANTIC. COMPLETION < '20050601' AND (CODE FOR ENROLLMENT STATUS = 'F' OR CODE FOR ENROLLMENT STATUS = 'H')

## Using a Query

You can use queries in any function where you see a Selection Criteria button.

1. Click the **Selection Criteria** button.
2. Click the **ellipsis (...)** button next to the Query Title field to display a list of queries. The Query Grid dialog box appears.
3. Select the query you want to use. Parameter queries have the checkbox in the Parameter Queries column selected.
4. Click **OK**.

SSCR returns you to the Selection Criteria dialog box and enters the title of the query in the Query Title field.

5. Click **OK**.

If the query you selected is not a parameter query, SSCR returns you to the Print dialog box. Skip to step 10.

If the query is a parameter query, the Parameter Query Entry dialog box appears.

6. Click in the **Field Value** column next to each field name and type a valid value. Click the **Value Help** button to see a list of valid values.
7. Click the **View Query** button to see the completed query. Review the query carefully to be sure you have entered the correct value for each field.
8. Click **Close** to return to the Parameter Query Entry dialog box.
9. Click **OK** to return to the Print dialog box.
10. Click **OK**. An In Progress dialog box is displayed.

## Rules for Queries

When you create your own queries, keep in mind the following basic rules:

1. Queries are processed from left to right, or beginning to end AND is applied first, however, even if it appears after OR in the query statement.
2. Parentheses change the order of precedence. Expressions enclosed in parentheses are processed before AND and OR. In the case of nested expressions (parenthetical expressions inside other parenthetical expressions), innermost parentheses are processed first. See the topic “Using Parentheses” in Help for more information.
3. Both segments of the query connected by AND must be true for a field value to be selected.
4. Only one of the segments connected by OR must be true for a field value to be selected.

## Creating a Query

1. Select **Tools, Query** from the menu bar.
2. Click **Add**.
3. Type a descriptive title for the query.
4. Select a field from the Field list. You can type the first few letters of a field to find the field name that begins with those letters.
5. Click the **down** arrow in the Operator field to select an operator.
6. Type a value for the field. Click the **Value Help** button to see the valid values for the field. If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.
7. Click the **Append** button to add the query statement to the Criteria box.
8. (Optional) Click the **And** button or the **Or** button to add another statement to the query. (**Note:** You may need to insert additional parentheses, depending on how many expressions you have selected for your query.) Repeat steps 4–7 until you have added all statements for the query, then continue with step 9.
9. Click **Save** to save the query.

10. Click **OK**.
11. Click **OK** to close the Query dialog box or click **Add** to create another query.

## Creating a Query from a Predefined Query

1. Select **Tools, Query** from the menu bar.
2. Use the navigation buttons in the Control box at the bottom of the dialog box to locate the predefined query you want to use for a template.
3. Type a new title for the query. You can modify and save a predefined query only if you rename it.
4. Modify the query. Click any line to select it and change the **Field**, **Operator**, or **Value**. Then click the **Change** button. You can also delete lines or add new lines to the query. To add new lines, select the line that should appear after the new line. Specify the Field, Operator, and Value for the new line, then click **Append**. Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.
5. Click **Save** to save the query.
6. Click **OK**.
7. Click **OK** to close the Query dialog box, or click **Add** to create another query.

## Modifying an Existing Query

1. Select **Tools, Query** from the menu bar.
2. Use the navigation buttons in the Control box at the bottom of the dialog box to locate the query you want to modify. You cannot modify a predefined query without creating a new query.
3. Modify the query. Click any line to select it and change the **Field**, **Operator**, and/or **Value**. Then, click the **Change** button.



4. You can also delete lines or add new lines to the query. To add new lines, select the line that should appear after the new line. Specify the Field, Operator, and Value for the new line, then click **Append**. Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.
5. To delete a line, select the line and click **Remove**.
6. Click **Save** to save the query.
7. Click **OK**.
8. Click **OK** to close the **Query** dialog box.

## Deleting a Query

1. Select **Tools, Query** from the menu bar.
2. Use the navigation buttons in the Control box at the bottom of the dialog box to locate the query you want to delete. You cannot delete predefined queries.
3. Click the **Delete** button in the Control box. SSCR prompts you to confirm that you want to delete the query.
4. Click **Yes** to delete the query.
5. Click **OK** to continue.

## Important Notes

- Use the Query function to create queries that are most useful to your institution and the way you process data.
- For more information, select **Help, Help Topics** from the menu bar, then double-click **Query** to see a list of available topics.

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## Importing the SSCR Error File

NSLDS always sends you an SSCR Error File (SSCEXXOP) after it receives and processes your export file. If you do not receive this file within 48 hours, contact NSLDS Customer Service at **800/999-8219**, or by e-mail at [NSLDS@pearson.com](mailto:NSLDS@pearson.com).

The SSCR status on each record associated with the SSCR Error File is **A** (accepted by NSLDS) or **E** (Error received from NSLDS), provided the SSCR record exists on the SSCR database when you import the SSCEXXOP file.

- If the SSCR Error File contains records in error, you must correct the errors and return the records to NSLDS within 10 days of the date the error file was created. Export and transmit corrected errors as an SSCR Error File Return / Ad Hoc File.
- If you do not receive any errors, your SSCR cycle is complete. Proceed with deleting your database records (see next section).

**Note:** If you will need access to this particular set of records in the future, back up the database (**SSCR30.mdb**) before you clear the database.

### ***Important Notes***

- You always receive an SSCR Error File even if all your records are accepted.
- See “Importing SSCR Data” in this desk reference for step-by-step import instructions.
- See the *NSLDS Enrollment Reporting Guide* for a detailed explanation of SSCR error codes. The guide is available on the U.S. Department of Education’s Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](http://ifap.ed.gov). To find this document on IFAP, click the “NSLDS Reference Materials” link on the main page under “On-Line References,” then click “NSLDS User Documentation” on the following page.

## Resolving Errors from the Error Notification File

If the SSCR Error File contains any rejected records, follow these steps to resolve the errors:

1. When you import the SSCR Error File, rejected records print on the Import Edit Report. Read the Import Edit Report to see the error codes listed for each rejected record.
2. Look up the meaning of each error code in the *NSLDS Enrollment Reporting Guide* to determine how to correct the error. The guide is available on the U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](http://ifap.ed.gov). To find this document on IFAP, click the "NSLDS Reference Materials" link on the main page under "On-Line References," then click "NSLDS User Documentation" on the following page.
3. Open the rejected record in SSCR and correct the errors.
4. Save the record to set the status to **R** (Ready).
5. Export records as an SSCR Error File Return / Ad Hoc File.

When all SSCR records are accepted by NSLDS (SSCR Status = **A**), or when you receive a new SSCR Roster, make a backup copy of the SSCR database (**SSCR30.mdb**, usually located in the **C:\Program Files\EDSuite\SSCR for Windows** folder), then delete your SSCR records before you import the next SSCR Roster from NSLDS. If you do not delete the SSCR records, you cannot successfully import the roster.

### ***Important Notes***

- You must correct errors and send an SSCR Error File Return / Ad Hoc File to NSLDS within 10 days of the date the file was created.
- If you have no rejected records in your SSCR Error File, all of your records were accepted by NSLDS and you have nothing to correct. Simply wait for the next scheduled SSCR Roster to arrive.

# Deleting Records

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## Clearing the SSCR Database

Your SSCR cycle is complete when you import an SSCR Error File and you have no more rejected records, or you have resolved all rejected records by using the NSLDS Web site at [nslsdfap.ed.gov](http://nslsdfap.ed.gov).

When the SSCR cycle is complete, delete the current SSCR records from your database before importing the next SSCR Roster.

Without a record open on the screen, follow these steps to clear your SSCR database:

1. Make a backup of your database. Consult with your system administrator to choose a backup method.
2. Select **File, Delete**. A message prompts you to save a backup of the database before deleting SSCR records.
3. Click **OK** to continue. The Delete dialog box appears.
4. Do one of the following:
  - Click the **checkbox** in the Selected column next to each record you want to delete;
  - Or, click each record you want to delete and click **Select**;
  - Or, click the **Select All** button to select all records;
  - Or, right-click a column title to display a menu of grid options. For information on using these options, see the topic “Special Grid Functions” in Help.

5. Click **OK**. SSCR displays a message that all selected records will be deleted.
6. Click **Yes** to confirm that you want to delete the selected records.
7. Select **Tools, Utilities, Compact and Repair Database** and click **OK**. Click **OK** again when the compact and repair process is complete.

### ***Important Notes***

- Clearing, then compacting and repairing the database ensures the following:
  - Records are removed from the database tables
  - Database integrity is restored
  - Unused space created after records are deleted is reclaimed
- Be careful not to delete any records that are part of a current SSCR Roster on which you are working. Deleting these records may result in batch integrity errors and prevent you from exporting the data.

# Bits and Bytes

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## The SSCR Tab

### SSCR Status Codes

Code	Description
N	Not ready to send to NSLDS
R	Ready to send to NSLDS
B	Batched for transmission to NSLDS
E	Error received from NSLDS
A	Accepted by NSLDS

### ***Important Note***

- These codes are used by the SSCR software to show you the status of each record in the SSCR database.

## SSCR Message Classes

Batch ID	Export or Import	File Name	Description	Purpose
I	Import	SSCRXXOP	SSCR Roster	Enrollment Reporting Roster file sent to school for updating student information
T	Import	SSCEXXOP	SSCR Error File	Enrollment Reporting Acknowledgement / Error File of school's updated SSCR Roster that indicates which records were accepted and which were rejected
U	Import	DISAXXOP	SSCR External Add	Imported from school's external system (non-EDEExpress) to add records to SSCR database
V	Import	DISCXXOP	SSCR External Change	Imported from school's external system (non-EDEExpress) to change existing SSCR records
S	Export	SSCRXXIN	SSCR Roster Return File	Export file used to respond to the SSCR Roster
X	Export	DESSXXIN	SSCR External Export	Used to retrieve Enrollment Reporting records from SSCR to process in an external system
Y	Export	SSCMXXIN	SSCR Error File Return / Ad Hoc File	Export file used to send manually-created Enrollment Reporting records (Ad Hoc) or when submitting the SSCR Error File Return / Ad Hoc File

### ***Important Note***

- All message classes are referenced from your (the user's) perspective.
  - XX is always used as the year indicator for SSCR message classes because SSCR is not year-specific.
  - IN = Files you send to your SAIG mailbox for a Title IV contractor to retrieve.
  - OP = Files the Title IV contractor puts in your SAIG mailbox for you to retrieve.

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## SSCR Enrollment Status Codes

Code	Status
A	Approved leave of absence
D	Deceased
F	Full-time
G	Graduated
H	Half-Time or more, but less than full-time
L	Less than half-time
W	Withdrawn (voluntary or involuntary)
X	Never attended
Z	No record found



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## SSCR Error Codes

See the *NSLDS Enrollment Reporting Guide* for a detailed explanation of SSCR error codes. The guide is available on the U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](http://ifap.ed.gov). To find this document on IFAP, click the "NSLDS Reference Materials" link on the main page under "On-Line References," then click "NSLDS User Documentation" on the following page.

### ***Important Notes***

- These are error codes returned by NSLDS in the SSCR Error File and reflect the status of records in the NSLDS database.
- If you have any questions about the error codes, call the NSLDS Customer Service Center at **800/999-8219**, or by e-mail at [NSLDS@pearson.com](mailto:NSLDS@pearson.com), during the hours of 7 a.m. to 8 p.m. CT, Monday through Friday, except federal holidays.

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## SSCR End-of-Entry Edits

SSCR contains end-of-entry edits. Data processed using SSCR is edited for omissions, inconsistencies, rejects, and assumptions before a record is saved. The following table lists the SSCR end-of -entry edits performed by the SSCR software:

Edit #	Field Name	Condition	Message
9010	SSCR Status	If the SSCR Status is <b>B</b> or <b>A</b> and a field is changed and saved to the database	You cannot update an SSCR record that has been sent or accepted.
9020	Date of Anticipated Completion	If Date of Anticipated Completion is earlier than the Current System Date	Date of Anticipated Completion cannot be earlier than the current date if Code for Enrollment Status = <b>A</b> , <b>F</b> , <b>H</b> , or <b>L</b> .
9022	Date of Anticipated Completion	If Anticipated Completion Date is more than 10 years from the current system date	Date of Anticipated Completion cannot be more than 10 years later than the current date if code for Enrollment Status is <b>A</b> , <b>F</b> , <b>H</b> , or <b>L</b> .
9025	Enrollment Status Effective Date	If Enrollment Effective Date is blank for status <b>W</b> , <b>X</b> , or <b>Z</b>	Enrollment Status Effective Date is required if code for Enrollment Status is <b>W</b> , <b>X</b> , or <b>Z</b> .
9030	Code for Enrollment Status	If Code for Enrollment Status is <b>G</b> and the Date of Anticipated Completion does not equal the Date Enrollment Status Effective	Enrollment Status Effective Date and Date of Anticipated Completion must be equal if the Code for Enrollment Status is <b>G</b> .
9050	Date of Anticipated Completion	If Code for Enrollment Status = <b>F</b> , <b>H</b> , <b>L</b> , or <b>A</b> and Date of Anticipated Completion is less than Date Enrollment Status Effective	Date of Anticipated Completion must be greater than or equal to Date Enrollment Status Effective.

# Getting Help

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## Types of Help

### Online Help

General help is available from the menu bar and field help is available by pressing the **F1** key. See the “Using Help” topic in the online Help for more information.

### CPS/SAIG Technical Support

For questions regarding technical assistance and software functionality, call CPS/SAIG Technical Support at:

**800/330-5947**

**TDD/TTY: 800/511-5806**

or e-mail CPS/SAIG Technical Support at:

[CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov)

Technical support representatives are available 7 a.m. to 7 p.m. CT, Monday through Friday, excluding federal holidays.

## NSLDS Customer Service

Questions related to Enrollment Reporting data should be directed to NSLDS Customer Service at:

**800/999-8219**

or e-mail NSLDS Customer Service at:

[NSLDS@pearson.com](mailto:NSLDS@pearson.com)

For additional information about the SSCR process, refer to the *NSLDS Enrollment Reporting Guide*, available on the U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](http://ifap.ed.gov). To find this document on IFAP, click the "NSLDS Reference Materials" link on the main page under "On-Line References," then click "NSLDS User Documentation" on the following page.

## Sources of Assistance for Schools

*Sources of Assistance for Schools* is a document that contains helpful contact information for all Federal Student Aid (FSA) programs, including frequently called help lines, e-mail addresses, and Web sites. The document is available for downloading from the U.S. Department of Education's FSA Download Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).